

CLANDESTINE SERVICE SUPPORT OFFICER'S MEETING

DDS Conference Room

31 January 1973

1. Present were:

25X1A



2. No items of interest from DD/P Staff Meeting.
3. Items of interest from DD/S Staff Meeting - 30 January

a. Cafeteria Price Increases. Mr. Coffey noted that GSI has announced that effective 12 February 1973 there will be a price increase for certain food items. These items have had no increase in price in recent years. Items affected include: entrees, vegetables, and larger salads all up 5¢; and special entrees up 10¢. Appropriate notices will be issued shortly by GSI on the food price increases.

b. Credit Union. Mr. Fisher commented on the 17 January 1973 Credit Union News Highlights. The subject was a poll of the Credit Union membership on the issues: That the term of office of Directors (Credit Union Directors) be reduced from three years to two years and that no Director be permitted to serve more than two terms. Mr. Fisher asked that every member be urged to read what is said in the issue - then vote. Mr. Fisher said that the revised Credit Union election procedures, which allow members to nominate by petition (172 qualified names on a petition) and to vote by ballot, has already brought forth the nomination of a GS-11 and a GS-08 for Credit Union Board of Directors membership.

c. Update of PCR's. Mr. Fisher has prepared a memo for Mr. Colby's signature (which may be signed today) asking Agency components to submit their revised Position Control Register (PCR) to the Office of Personnel by 15 May 1973. In the same memo, notice is given that the hiring and promotion freeze is lifted subject to budgetary, CSGA and average grade constraints.

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d. Shift Parking Permits. [] noted that the Headquarters parking regulations allow for people who work shift work to use unreserved spaces in north and south parking lots after 2:30 p.m., if they display a valid shift parking permit. Several parking violations have taken place lately due to shift workers parking in reserved spaces instead of lane spaces. Please pass on to your people who have shift parking permits to use the unreserved lane spaces vs. the reserved spaces.

4. Other items of interest.

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a. Official Entertainment. When the DCI, the DDCI and members of the immediate Office of the Director travel abroad, Station and Base Chiefs sometimes arrange official entertainment for the visitors. Unless the COS has a special authority to charge costs of such items to his representation allowance, the Executive Director-Comptroller must approve the expenditure. In such cases, the approval permits charging the cost to station support. Please forward such approval requests through SSA. Non-entertainment items of expense in such instances, such as travel advances, payment of hotel bills, purchase of transportation, etc., for the visitor should be T/A'd to the Office of the Director and forwarded directly to [] Other expenses incurred by the post, such as mileage reimbursement to an officer for use of his POV in escorting the visitors, should be settled locally as a charge to station support.

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b. Drug Abuse Seminars. Last week we gave you the schedule of drug abuse seminars through 26 June. [] spotted one item which we call to your attention. When making a reservation, do not give a name over the black line - use badge number of the employee as we had arranged for several months ago.

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c. Drug Seminar Program. Last week we asked you to make a certain distribution of replies to [] called us after the meeting, saying that [] the Chairman of the Agency Committee, had suggested replies be sent initially only to Ed who will assemble all replies for the Committee's review. Please follow that procedure, but do send SSA one copy of each, as you receive them.

d. Fitness Reports for Field Use. Last Thursday a meeting was held on the fitness report form problem we discussed earlier. It was agreed that only one form will be provided for field use and it will be preclassified "Confidential." The report itself can carry a higher classification if the contents warrant.

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e. Support Conference. [] has told us his Agenda Committee has recommended and DDS has approved, postponing the "S" Conference, scheduled for March, for a few weeks. The additional time will give us a better feel for the new Director's objectives and to collect more ideas for the agenda. Hal especially asks that suggestions for the agenda be sent him as early as possible.

f. Car Pool Reserved Spaces. LSD/OL has found some people who were issued car pool reserved spaces observing the rules and others not. One fellow whose pool fell apart turned in his permit which can now be issued by LSD/OL to the next eligible group. Another was using a space singly, the other two signatories having made other arrangements. That space will also be issued anew. As we discussed, the system calls for fair play by all concerned. Be particularly prompt in returning to us permits of disbanded pools or those where the minimum of three cannot be maintained.

g. Discontinuance of Services Provided by the [] Jack 25X1
Blake has informed us that to effect personnel reductions required of OL he must abolish the [] at the [] This activity 25X1
as you know, has provided a quick procurement response primarily in support of overseas stations where APO facilities exist. Elimination of this service will take place on approximately 1 May 1973. We will be advised sufficiently 25X1
prior to that date in order to inform all users and provide them with alternative sources and methods of procurement.

i. Credit Union. The Credit Union is still having two minor problems in connection with the issuance of the quarterly statements in pseudo. The first has to do with undeliverable statements. In many cases the component to which they have been sent will simply send them back to the Credit Union with a note that the individual is unknown. It is requested that your Personnel Branches determine the individual's true name and make some effort to locate them rather than simply returning the statements to the Credit Union. If they are in fact in another component, the statement can either be sent directly to that component or to the Credit Union for forwarding.

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The second problem has to do with custodial accounts which are funds 25X1
actually owned by a dependent rather than the employee where the employee

[Redacted]

j. Index to the Headquarters Regulations. The new computerized index
to the Headquarters Regulations has now been disseminated. It is an expanded
version, has much more detail, and is easier to read. If this is well received,
the same system may be used for the index to the [Redacted] Since 25X1
it is computerized it can be republished at intervals of six months. Note the
request for suggestions for improvements.

k. Recently Approved Support Office Assignments.

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[Redacted]

[Redacted]

25X1A
Summer '73

DDI Admin.

Summer '73

l. Retirements of Support Directorate Personnel During February 1973.

CIARDS

25X1A

[Redacted]

SF	16 February
SC	16 February
SC	16 February
SC	9 February
SS	28 February

Civil Service System

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[Redacted]

SL	2 February
SS	16 February
SL	2 February
SS	16 February
SL	2 February

[Redacted]

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GOVERNMENT SERVICES, INC.
1135 - 21st Street, N. W.
Washington, D. C. 20036

January 31, 1973

A MESSAGE TO OUR GUESTS

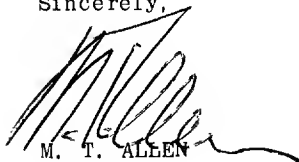
Wage and salary increases for all classifications of our cafeteria and snack bar employees will have been granted by February 1, 1973. While those increases are within the Government's economic control guidelines, the aggregate cost is substantial.

Also, during the past year we experienced increases in the cost of virtually every item of raw foods, supplies and services we purchase. The last published figures indicate that wholesale food prices overall rose approximately seven (7) per cent last year; the cost of supplies and services increased by lesser percentages.

Through increased productivity and the installation of additional quantities of new and more efficient equipment, we anticipate the ability to recover approximately 20% of this added cost during 1973. Our 1972 revenue from cafeteria and snack bar sales exceeded expenses accruing thereto by barely 1% of sales so the remainder of this added cost must be recovered through some increases in our selling prices.

Some of our present prices were established in 1963 and many in 1968. All of the adjustments will be confined to those classifications. A plan designed to hold the increases to the lowest practical level and distribute them in the most equitable manner is now being developed. We will provide you with further information about that as soon as possible and in advance of when the new prices are to become effective.

Sincerely,



M. T. ALLEN
President

Fuller City CWCcredit
union

NEWS HIGHLIGHTS

- INSURED LOANS
- LIBERAL DIVIDENDS
- LOW COST LOANS
- UP-TO-DATE INFORMATION
- LOAN COUNSELING
- EXT.

POLL OF MEMBERSHIP

17 January 1973

STATINTL

At the special meeting in September 1972 a motion was made that the term of office of Directors be reduced from three to two years and that no Director be permitted to serve more than two terms. Noting that there were only 50-75 members present at the time the motion was made, the Presiding Officer took the position that the proposed change was drastic enough to warrant an expression from a greater number of members than the few present. Convinced that the proposed change could in the long run be detrimental to the Credit Union, the Board of Directors is unwilling to consider the change until all members in the Headquarters area have had an opportunity to express themselves on this serious issue, and for this purpose have decided to poll the membership. Bylaw changes can be made only with the approval of the National Credit Union Administration to whom it must be demonstrated that it would be beneficial to the Credit Union to do so.

The Board of Directors urges all members to weigh carefully considerations for and against the motion and to vote.

The following statement was prepared by the sponsor of the motion:

Those Credit Union members who support the motion to limit the terms on the Credit Union Board do so neither because they favor change for the sake of change nor because they feel ill served by the present Board of Directors. Rather, they see certain positive advantages to terms being limited to a maximum of four years. Limited terms would ensure the infusion of new ideas and fresh points of view to the Board. The Agency is well endowed with a wide variety of talented people. By creating a Board with a regularly rotating membership, the skills of more Agency employees could be used to serve the membership as a whole.

Limited terms would also help to inhibit any tendency on the part of Board members to identify with the Board itself rather than with the general membership. There is perhaps some inclination on the part of those who have served for long periods to lose sight of the fact that their first responsibility is to the membership at large. Limited terms would have the additional advantage of erasing any suspicion--voiced by some members--that a self-perpetuating Board could in some fashion abuse the powers invested in it.

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MAIN OFFICE
Headquarters Building
Room 1J33
1000 to 1500 daily
1000 to 1600 Payday

BRANCH OFFICES
Ames Building
Room 401
Hours:
1000 to 1500 daily

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Finally, the membership may feel it has more of a voice in Credit Union affairs if there is a continuing turnover on the Board. Individual members, some of whom may aspire to service on the Board, may feel more directly involved and therefore more inclined to vote and to participate. This, in turn, could make those elected more responsive to the membership at large.

The Board of Directors submits the following comments for consideration:

The revised election procedures, which for the first time allow members to nominate by petition and to vote by ballot, were instituted by the Board to permit greater participation by members in the election process. Existing limitations on tenure, i. e., willingness to serve and the election process, have over the years provided a regular turnover and change in the composition of the Board. Even now four members of the Board, who represent a majority, have been Directors less than three years. Of these, one has served for five months and one for 13 months.

Growth has brought increasingly complex challenges to the management of your Credit Union, which is now among the largest in the country. As growth continues, the complexities expand. Innovative efforts to meet the challenges are necessary and management complexities and the wealth of statutory detail which legally govern the activities of any Credit Union require a high degree of continuity in the Board's work in meeting its responsibilities to the membership.

Therefore, the Board is reluctant to propose a change that would restrict the choice of the members and automatically deny them the opportunity to vote from a slate of nominees that includes incumbents.

Performance is an important measure by which to judge responsiveness by the Board. The members are always free to judge both the responsiveness of the Board and its faithful performance of trust and have the means of expressing this judgment through the nomination and election process. Imposing an automatic limitation on tenure in no way guarantees responsiveness and performance.

Members should also consider that no major Credit Union in the country has a limit on tenure. They depend, instead, on normal attrition and the nomination and election process to determine who serves.

The Board believes that three year terms provide proper staggering and continuity and avoid the undesirable turnover of a majority of the Board, which would occur if terms were reduced to two years.

Credit Union management recommends that members oppose the changes.

The ballot must be returned to the General Manager, 1J-33 Headquarters, by 9 February 1973. The ballot may be returned by mail. For your convenience, ballot boxes are located in Credit Union offices in 1J-33 Headquarters, 404 Ames Building, and Room 1S-458.

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Return ballot to the following address: General Manager, Credit Union
1J-33 Headquarters

or deposit ballot in boxes placed in Credit Union offices in 1J-33 Headquarters,
404 Ames Building, and Room 1S-458.

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BALLOT:

- | | In Favor | Opposed |
|---------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Are you in favor of reducing Directors' terms from three years to two years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you in favor of placing a limit of two successive terms for Directors? | <input type="checkbox"/> | <input type="checkbox"/> |

Signed _____

Typed or Printed Name _____

Account No. _____